



EMPLOYMENT OPPORTUNITY

1. RPA #	6410-DSA
ANALYST'S INITIALS	PMC
DATE	09/5//06

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Program Technician II	POSITION NUMBER 720-101-9928-901	TENURE PERMANENT	TIME BASE Full Time	CBID R04
OFFICE OF Division of the State Architect	LOCATION OF POSITION (CITY or COUNTY) OAKLAND			MONTHLY SALARY \$2465 TO \$2998
SEND APPLICATION TO: Division of the State Architect 1515 Clay Street, Suite 1201 Oakland, Ca 94612 Attn: Tanya Valdes	REPORTING LOCATION OF POSITION 1515 Clay Street, Suite 1201			
	SHIFT AND WORKING HOURS DAYS - 8:00am to 5:00pm (flexible)			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (510) 622-3103	PUBLIC PHONE NUMBER (510) 622-3101	POST & BID FILE BY:	
	SUPERVISED BY AND CLASS TITLE Rowena Pimwong, Supervising Program Technician II			FILE BY 09/25/06

SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

The Regional Office of the Division of the State Architect reviews plans for the construction of various state-funded projects. Under the general supervision of the Supervising Program Technician II of the Business Section, the incumbent is responsible for reviewing, verifying, maintaining, and processing construction project files for closing.

ESSENTIAL FUNCTIONS

Project File Maintenance & Verification

In order to ensure that projects are correctly prepared for closing procedure upon approval from the District Structural Engineer (DSE):

- Maintains project files by verifying the accuracy and completeness of information contained therein using the ETRACKER database system and Reference Manual.
- Files project-related documents in the project files in order to comply with the requirements of the individual project designated on the Documents Required List for Project Certification (ORS-6).
- Responds to client inquiries verbally and in writing in order to provide project status information, request documents, and acknowledge receipt of documents verbally and in writing using telephone, fax and U.S. mail.
- Enters project data information into ETRACKER database system in order to maintain an accurate electronic record of projects using personal computer (PC) according to the ETRACKER Reference Manual.

Project Closing

In order to close projects with or without certification upon approval from the DSE, reviews project file for completeness and verifies receipt of all required documentation using the Documents Required List for Project Certification. Obtains verbal authorization from DSE to close without certification if required documents are missing.

Compares contract(s) amount and application in project file in order to verify correctness of fees collected using ETRACKER and calculator. If fees are incorrect, forwards project file to the Cashier (PT II) to request invoice for further fees due or a refund due to the client in order to ensure proper payment for services provided by DSA in accordance with state regulations.

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<p>Correspondence Independently prepares and reviews a wide variety of correspondence including letters, memos, technical documents and reports in response to routine correspondence and non-technical inquiries in order to ensure correspondence is in correct format, correct grammatical construction is used, documents are complete and are free from clerical errors following DGS Guidelines for all Correspondence.</p> <p>Program Information Provides detailed DSA program information and/or direction to the public, other public jurisdictions, and clients over the telephone and in person using knowledge of the DSA program following Title 24 regulations in order to respond to client inquiries.</p> <p>Reports Provides the monthly status report of pre-Tracker projects in the closing phase to the PTII Supervisor in order to track progress of pre-Tracker project closeouts using personal computer following established format.</p> <p>MARGINAL FUNCTIONS</p> <p>Public Counter Assists in the coverage of the Front Reception area of the office by answering the telephone, taking messages, greeting and directing visitors, referring inquiries to the appropriate staff in order to provide constant coverage at the public counter and main telephone line according to office policy.</p> <p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Modern office methods, equipment, and procedures; and appropriate laws, rules, regulations, and policies of the State of California governing the DSA program. <i>Ability to:</i> Perform clerical and technical work; follow directions; evaluate situations accurately, and take effective action; learn and apply laws, rules, regulations, procedures, and policies; make arithmetic calculations with speed and accuracy; read and write English at a level required for successful job performance; meet and deal tactfully with the public, co-workers and/or clients, either face-to-face or by telephone.</p> <p>DESIRABLE QUALIFICATIONS Special Personal Characteristics</p> <ul style="list-style-type: none"> • Dependable and good attendance record. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Ability to act independently and to work and contribute effectively in a team environment with all personnel. • Demonstrated tact and diplomacy in dealing with internal and external customers. • Dependable, reliable, adaptable and punctual. • Willingness to take direction from lead personnel. <p>Additional Qualifications</p> <ul style="list-style-type: none"> • Intermediate personal computer skills including electronic mail, word processing, spreadsheet and routine database activity. • Ability to communicate effectively with clients and employees at all levels both verbally and in writing. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Professional office environment, business-casual dress according to current policy. • Read and interpret documents such as state regulations, statutes and procedure manuals. • Effectively communicate information both verbally and in writing. • Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio and percent. • Interpret a variety of instructions furnished in written or oral form. • Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. • Lift objects up to 45 lbs, such as project drawings and files. 			